

Revised Date: 9-12-18



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Trenee Parker, Director DFS

## **POLICY 101– Policy on Policy**

### **I. POLICY**

- A. Given the importance and critical nature of the work provided by the Office of Children's Services (OCS), all policies and procedures will ensure safety, permanency and well-being of children and families. All policy will be child centered, family focused and strength based.
- B. All policy shall be reviewed and approved by the Policy Review Team.
- C. All policies will have a thorough but time-limited review and approval process.
- D. The Division Director or designee are the only authorized agents who can make exceptions to the OCS policies and procedures.
- E. All OCS policy material will be accessible via the Department's website.
- F. Management Directives will be used to implement immediate changes in policy and procedures.

### **II. PROCEDURES**

- A. The Program Manager shall develop and write policy through a collaborative process involving the user, with review and input from the Policy Review Team. Program meetings or leadership team meetings may be used for development and drafting of policy and procedures.
- B. The Program Manager shall use the following format:
  - 1. Signature lines for the author and Division Director
  - 2. Policy (###) - (Title)
  - 3. Effective Date (Applies to new policy only)
  - 4. Revision Date
  - 5. Policy - a statement of principle based on sound practices in the field of child welfare and in compliance with state and federal laws and regulations.
  - 6. Procedures - the casework practice standards that implement the policy.
  - 7. FOCUS - related requirements that support the implementation of the procedures.
  - 8. Forms - used to implement the procedures with the appropriate web based link.
  - 9. Technical formatting:
    - a. Style - No Spacing
    - b. Font - Arial 11
    - c. Bold Section Header
    - d. Paragraph – Justified

- e. Orientation – Portrait; forms may be Landscape
  - f. Margins - Top 1", Left 1", Right 1", Bottom 1"
  - g. Footer – page number in right margin, [Page \_ of \_ ] format
- C. Upon completion of draft policy, Program Managers will forward the policy material to the Program Support Administrator who will forward to the Policy Review Team for review and comments. Policy will be sent electronically along with a policy comment form.
- D. The members of the Policy Review Team will review the material for policy clarity, comprehensiveness, impact on workload, and impact on caseload.
- E. The review period will be ten working days or other timeframe set by the Program Support Administrator.
- F. Responders shall use the supplied policy comment form.
- G. Upon receipt of the comments, the Program Manager will incorporate the Policy Review Team's input into the final material within two weeks. The Program Manager shall also note their response to specific comments on the comment form. The Program Manager may also request the policy be placed on the agenda of the next Strategic Leadership Team meeting.
- H. The Program Manager shall prepare a final draft for the Director that uses strikethroughs for deletions and highlighted font for new edits. Once approved, the final edits will conform to font and format requirements.
- I. The Division Director shall review and approve final policy material.
- J. The Program Manager will maintain the comment and response forms for historical reference.
- K. Policy shall be effective upon website activation or by Management Directive issuance.
- L. The originating Program Manager will prepare a global email informing staff of policy issuance that includes a brief description of substantive changes.
- M. Training will be provided as needed by the Program Manager or in collaboration with the Center for Professional Development. Training should be coordinated and scheduled to fully implement the policy.
- N. Program Managers shall review policies for needed revisions annually.
- O. Program Managers shall write Management Directives as assigned by the Director or designee.
- P. Management Directives will be deactivated upon revision of policy and procedure through the declared policy control process.

- Q. The Program Support Administrator shall maintain a historical record of all policy and management directives on the Division's shared network drive.

### **III. FORMS**

Policy Form Template  
Policy Comment Template

(Effective or Revised) Date: 00/00/0000

(Signature)

(Name), Primary Author

(Signature)

(Name), DFS Director

**POLICY ### - (Title)**

- A. **POLICY**
- B. **PROCEDURES**
- C. **FOCUS**
- D. **FORMS**



